

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

OCTOBER 10, 2018

- I. CALL TO ORDER/GREETINGS: The public session meeting was called to order by President D. Lynn Newman at 1:10 p.m. President Newman called for the approval of the September 12, 2018 Meeting Minutes – motion was made, seconded, and approved.

Board Members Present:

D. Lynn Newman, President; Wayne Cooper, Esq., 1st Vice President; Dr. Camille Bryan, 2nd Vice President; Michele Kutta, Board Secretary; Mark Bailey; Dr. Ahmed Elzaree; Kirk A. Helfenbein; Victor C. March, Sr.; Lynn Shuppel; Robert Bradshaw; and Robert Lang.

Board Staff Absent:

None

Board Staff Present:

Gail V. Tucker, Executive Director; Thomas Anderson, Health Occupations Inspector; Eula Gautreaux, Licensing Chief; Lisa Woods, Office Secretary; Carla Boyd, Esq., Board Counsel.

- II. PRESIDENT’S REMARKS: President Newman welcomed everyone to the Open Meeting.

- III. ADMINISTRATIVE REPORT: Ms. Tucker reported the Call for Nominations for Board appointments has been posted on our website and disseminated via an email blast to licensees. Vacancies as of July 2019 include 3-practitioner and 2-consumer seats. Ms. Tucker will submit an Attendance Audit to the Office of Appointments and Executive Nominations by the end of November.

In an effort to address another benchmark identified in the Sunset Review Evaluation regarding personnel resources, being understaffed and overextended, Ms. Tucker suggested a Field Training Agreement with the Mortuary Science Program at CCBC to produce an “unpaid” internship opportunity. The intern will gain practical experience to include funeral service, industry standards, best practices, and administrative processes.

Board members received information for comprehension on ethics law, secondary employment, and conflicts of interest. Michael Lord of the State Ethics Commission will offer an Ethics refresher in November. Ms. Tucker reported that Secretary Neall emphasized Board attendance requirements and stated that he would reach out to Boards to see what the Department can do to provide infrastructure to help improve customer service.

The Board’s fiscal status remains a priority – shared operating costs are adjusted across all Boards. This Board will assume its share of operating costs and reciprocate \$13,388.71 to The Board of Physical Therapy Examiners. It has been projected that in FY22, the Board will regain financial solvency. In the interim, we must remain fiscally conservative with all expenditures. The Board will need to purchase a laptop in the not-so-distant future, as the current one is not salvageable per OIT.

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The ED Meet and Greet took place on September 28. Ms. Tucker thanked President Lynn Newman, 1st VP Pres. Wayne Cooper, and Board staff for their show of support.

Mortuary Transport Companies vehicle inspections will take place in outlying areas: Southern MD, Western MD, Eastern Shore, and Baltimore City in November – schedule is on the web site.

Crematory Operators, Crematories, Mortuary Transporter Services, and permit holders' expiration date was September 30. Any renewals received after October 15 will be assessed a \$400 late fee. Those that have not renewed as of September 30 and still in operation are in violation.

We are preparing the mailings for renewals of Establishments, Corporations, Courtesy Cards, Surviving Spouse and Funeral Directors. We are also updating standard form letters. The Licensing Chief, Board Secretary, and ED have worked together to update licensing forms.

Another benchmark identified in the Sunset Review Evaluation was the web site not being user-friendly – links are active, and minutes/agendas are posted timely. We have added features that include: Board members' photos and term limits, templates, and resources for the public. In February 2019, we plan to begin record retention/disposal project in collaboration with Maryland State Archives.

The Licensing Chief reported that there are 24 mortuary transport services and 7 crematories that have not renewed.

IV. COMMITTEE REPORTS:

- a. **Executive Committee** – No report.
- b. **Family Security Trust Fund Advisory Committee** – Chair Victor C. March reported that there is currently \$1,088,776.30 in the Fund.
- c. **Pre-Need Committee** – No report.
- d. **Establishment Committee** – No report.
- e. **Licensure Committee** – Chair Michele Kutta suggested the Board entertain changing the wording for the Crematory Operators' requirements. The Board has not voted to change the language, and will not necessarily remove language, but looks to add language to make it easier for the crematories to do business and avoid any effect it would have on consumers. In the next couple of weeks, the Board will clarify the wording and work through the process with Lillian Reese. The Board is evaluating the possibility of changing the language relative to certification for the manufacturing training course.

Ms. Kutta reported on the following applicants:

- i. Apprentice – Ms. Kutta moved for approval of apprentice licenses. Motion was seconded and approved for the following:

Jesse Barney of Duda-Ruck Funeral Home, Inc.
Brianna Dunn of Compassion & Serenity Funeral Home
Stephanie N. Durst-McAteer of Durst Funeral Home
Connor Eline of Eline Funeral Home
MaryJo Hazelbaker of Eline Funeral

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Janese Gray of Eckhardt Funeral Home
Lexus Wigfall of Freeman Funeral Service, P.A.
Brishae Kyler of Joseph H. Brown Jr. Funeral Home
Jessica Hart of Pope Funeral Home

- ii. Mortician – Ms. Kutta moved for approval of Jane Ostergaard for mortician’s license. Motion was seconded and approved.
- iii. Crematory Operator – Ms. Kutta moved for approval of crematory operator licenses. Motion was seconded and approved for the following:

Joseph Chojnacki of Lassahn Funeral Home, Inc.
Thomas Cole of Riverdale Park Crematory
Kenton Fears Jr. of Heaven Bound Cremation Services
Preston Fears of Heaven Bound Cremation Service

Mortuary Transport Service – Ms. Kutta moved for approval of Rewis Service, LLC. The motion was seconded and approved pending notarized statement attesting to compliance with Health Occupations 7-602(c)

Moved for approval of Premier Transport Service, LLC

Registered Transporters – Ms. Kutta moved for approval of registered transporters. Motion was seconded and approved for the following:

Ellen Rewis of Rewis Services, LLC
James Rewis, Jr. of Rewis Services LLC
Henry Crutchfield of Premier Transport Service, LLC
Kristine Bostian of Hartenstein Funeral & Cremation Care
Brian S. Duda of Hartenstein Funeral & Cremation Care
Robert S. Hunsicker of Hartenstein Funeral & Cremation Care
Charles J. Kernan of Hartenstein Funeral & Cremation Care
Kenny Messina of Statewide Removal Service Inc.
Robert Predicce of Hartenstein Funeral & Cremation Care
Nicholas J. Smolko of Hartenstein Funeral & Cremation Care
Lindsay Rae Temchack of Hartenstein Funeral & Cremation Care

- iv. Announcements – No report.

- f. **Continuing Education Units Committee** – Chair Lynn Shuppel requested Kirk Helfenbein report on the following CEUs. The motion was seconded and approved.

- 1. Edward Ranier – OSHA Funeral Home Compliance – Open to Ambrose Funeral Home Employees Only - November 6-7, 2018 – 3 CEU
- 2. Edward Ranier – OSHA Funeral Home Compliance – Open to Osborne Funeral Home Employees Only – December 5, 2018 – 3 CEU
- 3. NFDA – Demonstration of Soft Tissue Repair – Open dates/Online – 1 CEU

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4. NFDA – Mastering the Art of Funeral Home Phone Etiquette – Open dates/Online – 1 CEU
 5. Warfield-Rohr Casket Company – Casket Manufacturing and History – October 23-25, 2018 and November 11-20, 2018 – 4 CEU’s
 6. Funeral Continuing Education.Com – Various previously approved programs – Online-various dates
 7. MKJ Marketing – MKJ Marketing Nashville Workshop – November 8-9, 2018 – 12 CEU’s
- V. **OLD BUSINESS:** Ms. Tucker requested articles of interest and/or announcements relative to the industry be forwarded to her attention for the upcoming “BMFD Newsletter” no later than Friday, November 30.
- VI. **NEW BUSINESS:** Division of Vital Records Death Operations Manager Timiki Easton and Death Field Representative Lynn Lawings gave an update *and* handout on the Electronic Death Registration System (EDRS).
- VII. **FOR YOUR INFORMATION:** Ms. Tucker reminded New Member Orientation is scheduled for Monday, October 15 at UMBC Tech Center. Board members who have not received this training was encouraged to attend.
- At the conclusion of Open Session, two licensees overtly expressed their frustration for their inability/failure to make contact, via telephone, with the Board staff. Ms. Tucker emphasized that outstanding customer service is paramount and would look into the matter.
- VIII. **LEGISLATIVE/REGULATION UPDATE:** President Newman reported that Secretary Neall will host a meeting on January 3, 2019 – the discussion will largely focus on the upcoming legislative session.
- IX. **ADJOURNMENT:** With no further business, on a motion by President D. Lynn Newman and properly seconded, the Board unanimously voted to conclude the meeting at 1:45 p.m.

Respectfully submitted,

Lisa Woods
Office Secretary